**User Acceptance Testing**

|  |  |
| --- | --- |
| Product: |  |

|  |  |
| --- | --- |
| Version: |  |

I acknowledge that I:

* Understand the changes introduced in the new version
* Have tested the changes including new fixes, features and functions
* Am able to perform my role using the new version
* Have run through all test scripts (if provided) and passed/failed each one
* Have recorded any defects encountered within the system in the service desk
* All existing features remain unaffected by the new version

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Position: |  |

|  |  |
| --- | --- |
| Signature: |  |

|  |  |
| --- | --- |
| Date: |  |

|  |  |
| --- | --- |
| Category: | ❑ Agree❑ Agree subject to comments❑ Disagree as per comments |

|  |  |
| --- | --- |
| Comments: |  |